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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington 25, D. C.

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March 12, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 17

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Order Appeals Procedure

Director's Memorandum No. 42, Supplement 3 outlines uniform methods for the handling of petitions for exceptions to any of the Food Distribution Orders. In accordance with paragraph two (2) of the above memorandum each Order Administrator will maintain the following system for recording and filing of all petitions for exceptions.

A. Records

1. Each petition shall be numbered in the order received using the Order No. as a prefix, for example petitions under the Chicory Order shall be numbered 5-1, 5-2, 5-3 etc. Those under the Canned Fish Order 23-1, 23-2, 23-3 etc.
2. After assignment of numbers the petition will be recorded on Form SCB-32 (Explanatory sample attached) as provided in the above mentioned Director's memorandum. Information entered on this form must be complete enough to permit:
 - (a) Special tabulations to be made in relation to exceptions granted, especially as to amounts of food or other materials released.
 - (b) Summaries to be made as to the types of exceptions.
 - (c) Compliance checks to be made as to the accuracy of representations, on the basis of which an exception is granted.
3. The record of appeals, Form SCB 32, under each Order shall be maintained in the folder in the front of the file for that particular order. From information contained in this record the Order Administrator will be responsible for the compilation of the following:
 - (a) Weekly summary of decisions to be submitted to the Secretary of the Order Appeals Committee.

- (b) Periodic compliance review necessary for exemption follow-up.
- (c) Weekly report (sample attached) on status of appeals under each Order, to be transmitted each Saturday morning to the Chief of the Analysis and Reports Section where a complete report for the Branch will be compiled and submitted to the Assistant Deputy Director.

B. Filing

1. A separate folder shall be prepared for each petition, bearing the numerical assignment as given above and the name of the petitioner. Each folder shall contain:
 - (a) Petition for exception.
 - (b) Data pertaining to verification of facts presented, compliance if necessary, all other material utilized in the determination of the appeal.
 - (c) Copy of decision whether granted or denied.
2. The file shall be arranged in alphabetical order. A separate file shall be maintained for appeals under each order.

C. Compliance and Investigation

Under ordinary conditions it will be necessary for the Order Administrator to obtain information regarding the following:

1. Whether the petition is now being or has been investigated for compliance with any order. (Accomplished by telephone call to the Chief, Compliance Branch.)
2. Verification of facts presented by petitioner.
3. Necessity for continuance and compliance with conditions of exemption. In such instances, the Order Administrator will direct a memorandum to the Chief of the Compliance Branch, requesting the necessary investigation and submitting pertinent data therefor, in the memorandum or by attaching the case file.

SAMPLE COPY ONLY

EXHIBIT A

- SUMMARY OF APPEALS PROCESSED
From February 26 - March 5

Special Commodities Branch

	FDO 5 Chicory	FDO 18 Tea	FDO 19 Spice	FDO 21 Tea	FDO 23 Canned Fish	FDO 25 Cocoa Beans	Total
Uncompleted Appeals on Hand 2-26-43							
Appeals Received--2-26-43 to 3-5-43	2	2	2	7	9	13	35
TOTAL	2	2	2	7	9	13	35
Appeals GRANTED--Week ending 3-5-43	1	2	0	0	0	0	3
Appeals DENIED--Week ending 3-5-43	0	0	0	0	0	0	0
TOTAL	1	2	0	0	0	0	3
Uncompleted Appeals on Hand 3-5-43	1	0	2	7	9	13	32

EXHIBIT B

DETAIL OF APPEALS PROCESSED
From 2-26 to 3-5-43 *

A--GRANTED

Appeal No.	FDO No.	Commodity	Firm Name and Address	Comments:
1	5	Chicory		This should merely be a concise statement as to what is actually granted.
5	18	Tea		
8	19	Spice		
14	21	Tea		
11	23	Canned Fish		
20	25	Cocoa Beans		

B--DENIED

Appeal No.	FDO No.	Commodity	Firm Name and Address	Comments:

* Subsequent reports to cover period from Saturday to Friday, inclusive.

Appeal No.	Petitioner	Affected Food or Mat.		Type of Case	Investigation	Basis for decision	Date of Action		Compliance Check	
		Amount	Item				Granted	Denied	Expected	Completed
	(Name of firm)		(Specify food or materials under item)	(Give reason for need of appeal)	(Give type as formal or informal)	(Give primary factors considered in granting appeal)	(Date)	(Date)	(Date)	(Date)

